

**SUMMARY OF THE
QUALITY SYSTEMS COMMITTEE MEETING
FEBRUARY 04, 2002**

The Quality Systems Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on February 04, 2002, at 1:00 p.m. Eastern Standard Time (EST). Dr. Frederic Siegelman of the U.S. Environmental Protection Agency (USEPA), Chairman, led the meeting. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The List of Comments is shown in Attachment C. *The purpose of the meeting was to discuss the agenda items.*

INTRODUCTION

Dr. Siegelman commenced the teleconference by taking a roll call and reviewing the agenda.

TOPICS OF DISCUSSION

Accrediting Authority Teleconference, February 05, 2002

Dr. Siegelman was invited to join the NELAP Accrediting Authorities (AA) teleconference to talk about the proposed small lab forum at NELAC 8 Conference. He indicated that it should also be an opportunity to discuss the need to cross reference the current NELAC standard to the ISO 17025 compliant standard, testing for residual chlorine and sanitizing filter funnels.

Small Lab Forum - Dr. Siegelman had discussed the possibility of this forum with Ms. Silky Labie, Chair of the Board of Directors, to provide an opportunity for the small labs to voice concerns and ask questions regarding the NELAC Standard Quality Systems section requirements. The QS Committee further discussed this issue and determined that the small lab concerns may be a bigger issue than just Quality Systems. This issue was further discussed and it was noted that the forum would only be valuable if the small labs were in attendance or were appropriately represented by their AA.

Sanitizing Filter Funnels - Ms. Marty Casstevens stated that text will be drafted and presented at the NELAC-8 Conference and will be up for a vote. She felt that it is not necessary to discuss earlier, however, she would do so if asked.

Residual Chlorine Testing - Ms. Casstevens stated that there is a need to discuss this topic with the NELAP AAs.

Cross-Reference NELAC Standard to ISO 17025 - It was determined that perhaps the NELAP AA issue is how to handle referencing existing NELAC Standard in the ISO version. Dr. Siegelman will share the cross-reference document, or at least, the list of title headings to make them aware that this issue is being resolved.

Quality Systems Membership

Dr. Siegelman noted that the election of a new QS Chair and recruitment of two additional QS Committee members to serve after the NELAC 8 is required. Several email nominations for the Chair position have been received by Dr. Siegelman. All further Chair nominations, via telephone or email are due to Dr. Siegelman by February 08, 2002. Ms. Marge Prevost, Chair of the Membership & Outreach Committee, has provided a list of interested persons for the QS Committee openings to Dr. Siegelman. He will distribute them to the entire committee for review and all related comments are to be forwarded to Dr. Siegelman. A question was raised as to whether a federal member can be replaced by a state member. Dr. Siegelman will confirm the state/federal requirement with Ms. Labie.

Terms and Definitions

The Quality Systems Committee continued their discussion of terms and definitions needed in the new NELAC Standard. Dr. Siegelman announced that a team was formed to include Ms. Betty Boros-Russo, Ms. Marlene Moore, and Ms. Nicole Weymouth to determine and resolve conflicting NELAC Standard and ISO 17025 terms and definitions. The QS Committee was directed to send any comments and/or recommendations to the team focal point, Ms. Boros-Russo. Mr. Clifford Glowacki will develop the ISO 17025 glossary of terms and provide to Ms. Boros-Russo.

Comments to QS Committee

The list of comments received by the QS Committee was reviewed, status provided, and leads assigned to respond to comments. The new information will be incorporated into the Comments table and distributed by Dr. Siegelman to the QS Committee.

NEXT MEETING

The next teleconference is scheduled for Monday, February 25, 2002, at 1:00 p.m., EST.

ADJOURNMENT

There being no further business, Dr. Siegelman adjourned the meeting.

**ACTION ITEMS
QUALITY SYSTEMS COMMITTEE MEETING
FEBRUARY 04, 2002**

Item No.	Action	Date to be Completed
1	Report on NELAP AA teleconference (Siegelman)	02/25/02
2	Chair nominations to Siegelman (Committee)	02/08/02
3	QS Committee nominations to Siegelman (Committee)	ASAP
4	Distribute committee nominations to QS Committee (Siegelman)	ASAP
5	Federal / State Committee replacements questions (Siegelman)	ASAP
6	ISO-17025 Glossary of Terms to Boros-Russo (Glowacki)	ASAP

**PARTICIPANTS
QUALITY SYSTEMS COMMITTEE MEETING
FEBRUARY 04, 2002**

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**LIST OF COMMENTS
QUALITY SYSTEMS COMMITTEE MEETING
FEBRUARY 04, 2002**

1. New or reconditioned instruments.
2. Accrediting Authorities (AAs) recommendation on subcontracting.
3. Electronic signatures.
4. One standard calibration.
5. Electronic data and hard copy data.
6. PBMS subcommittee request for direction.
7. Culture media.
8. Quality Control Data in Final Report.
9. Editorial change: reference in 5.1.b to 1.9.2 should be to 1.8.2.
10. 5.11.1 Sample Tracking.
11. 5.9.4.2.2 Continuing Instrument Calibration Verification.
12. Testing Microbiology Samples for free chlorine.
13. Calibrating salinity, conductivity, temperature meters.
14. Sample Tracking.
15. Response to AIHA.
16. Blank Contamination.
17. Requirement for Continuing Calibration. for analysis on day when initial Calibration is done.
18. Question from On-Site committee.
19. Relationship of EPA published methods to laboratory SOPs.
20. NELAC and other Asbestos Accrediting Authorities.
21. Data Integrity.
22. PBMS language.
23. Comments on ISO 17025 draft.
24. Comments on PBMS draft.
25. Tiered approach for PBMS.
26. Changes to ISO 17025 Document.
27. Quality Manual Detail.
28. Language change to proposed one standard calibration text.
29. Language change to proposed PBMS text.
30. Editorial changes to 5.4.3.3.3 and 5.5.4.7.2.
31. Comment on LCS.
32. Ideas on how to facilitate voting at Annual meeting.
33. Evaluation of MS/MSD and LCS.
34. Referral to Accreditation Process Committee on NELAC relationship to other Accrediting Bodies.
35. Sanitizing Funnels.

- 36. Terms and Definitions.
- 37. Uncertainty.
- 38. Small Labs.
- 39. Cross reference NELAC 2000 and 17025.
- 40. Client Notification.
- 41. Relationship of the NELAC standard to QAPPS, SAPS and WAPS.
- 42. PQL/RL EPA guidance and NELAC standard relationship.
- 43. Change to subcontracting text in proposed ISO 17025 Draft.